

Insuring Valuable Items

State agencies have valuable items for many reasons. DAS RM defines valuable items as collectibles, historic items and works of art. These items may be **owned** by the state or **on loan** to the state. This document provides guidance for establishing best practices around handling and insuring valuable items **owned** by or **loaned** to the agency.

RiskWise



A Guide to Controlling Risk

Insuring Loaned/Owned Valuable Items

- Risks to Agencies
- Insurance Coverage
- Receiving, Holding, and Returning Valuable Items On Loan



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*We commit to be **KNOWLEDGEABLE,**
RESPECTFUL AND RESPONSIVE in
business and interactions.*

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Risks to Agencies

Agency risks around valuable items whether owned or on loan may include:

- Damage or theft of state **owned** valuable items.
- Damage or theft of valuable items **loaned** to the state.
- Not complying with agreement requirements for valuable items **on loan**.
- Lack of insurance coverage for either **owned** or items **on loan** to a state agency (checklist for coverage of items on loan included below).
- Self-Insurance Property Policy Manual exclusions, limits and conditions for payment.
- Higher agency risk charges due to increased claims and claim costs.



Image from oregonstateparks.org

Insurance Coverage

Coverage for valuable items (known as exceptional items within the state's [Property Self-Insurance Policy Manual](#)) are handled differently than other types of real or personal property. State **owned** valuable items may be covered by the state's Property Self-Insurance policy or a commercial insurance policy specifically purchased by DAS RM on behalf of the owning state agency.

Valuable items **on loan to the state** may be covered by the loaning party, or by the state, depending on the loan agreement. Coverage may be available similarly to state **owned** valuable items - through the Property Self-Insurance Policy or commercial coverage specifically purchased for the state agency receiving the **loaned** item(s).

Coverage for valuable items under the state's Property Self-Insurance Policy requires specific steps to ensure coverage applies. For example, an item valued over \$10,000 or a collection valued over \$50,000 must be valued in writing by a licensed appraiser. Refer to the state's Property Self-Insurance Policy for additional requirements related to valuable items coverage. Failure to meet these requirements could affect coverage.

When valuable items are unique or one-of-a-kind, and if they require an appraisal, it's important agencies allow additional time, especially if specialized commercial insurance is necessary. It takes time to place these specialized coverages. For more information about valuable or exceptional items or items **on loan**, review the state's Property Self-Insurance Policy and the checklist below.

Receiving, Holding, and Returning Valuable Items On Loan

Before accepting valuable items **on loan** to the state, in addition to insurance coverage, it's important agencies establish processes for receiving and returning these items. These processes should consider documenting the condition of the item(s) when receiving and returning the item(s). A loss control plan must be implemented to mitigate risks such as damage and theft while the agency has the item in order to prevent losses and/or claims. It's important to confirm items are properly insured while in agency care and ensure agency processes align with insurance requirements.

For helpful guidance, consider the steps in DAS Risk Management's [Valuable/Exceptional Items on Loan Checklist](#) when receiving, holding, and returning valuable items **on loan**.